

Dear AmeriCorps Member:

When you seek child care benefits, please complete the Child Care Eligibility Application *with your child care provider immediately* and related forms in their entirety. **Return all paperwork to your Program Director** for signatures and the Program Director will submit it to our office without delay. The entire application packet should include:

- **Child Care Eligibility Application (signed by member and Program Director)**
- **Child care provider Information and Registration Form (signed by member, child care provider, and Program Director)**
- **Reminder Sheet (signed and dated by member)**
- **Copy of Birth Certificate for each child needing child care, naming the member as parent**
- **Court issued document of legal custody if member is guardian or foster parent of child**
- **If child needing care is stepchild of member, must submit copy of marriage license in addition to child's birth certificate**
- **Copies of 4 most recent pay stubs of everyone in the household, including the AmeriCorps member who only needs 1 pay stub or a print-out from WBRS**
- **Official documentation of other income if applicable in your state (SSI, military pay, child support, etc.)**
- **If child care provider is unlicensed, must submit copy of child care provider's social security card**
- **If child care provider is licensed/regulated, must submit copy of license/registration.**
- **In California, unlicensed child care providers must submit copy of driver's license or non-drivers ID in addition to social security card**

To prevent excessively retroactive child care reimbursements to the child care provider, please submit the application immediately to your Program Director after all documents have been reviewed for accuracy and all paperwork is signed. Upon receipt of such documents, an AmeriCorps® CARE Child Care Coordinator will contact you and the child care provider to make final determination of eligibility and process the application. Please allow 3 to 4 weeks to process a complete and accurate application. You may contact us at 1-(800) 570-4543.

Submit applications to:  
AmeriCorps CARE  
C/o NACCRRRA  
1319 F Street NW, Suite 500  
Washington DC 20004

Thank you for your time and choosing AmeriCorps CARE.